

**State of Louisiana—Office of State Uniform Payroll
Affordable Care Act (ACA)
Newly Hired Employee Offer of Coverage Worksheet**

This worksheet is used to document the LaGov HCM Paid Agency's reasonable expectations regarding the "full-time" status of a newly hired/transferred employee. **A copy of this completed form should be maintained in the employee's file.**

1. Personnel Area Number/Name	2. Employee Name
3. Personnel Number	4. Date of Hire
5. Expected Length of Employment	
6. Did the newly hired/transferred employee work for any LaGov HCM paid agency in the last 12 months? <input type="checkbox"/> YES – Proceed to 7 <input type="checkbox"/> NO – Proceed to 9	
7. Was the newly hired/transferred employee in a standard or initial <u>measurement</u> period at any agency? <input type="checkbox"/> YES – Proceed to 9 <input type="checkbox"/> NO – Proceed to 8 <i>If you are unsure, contact the prior employing agency or execute the ACA report (ZP136).</i>	
8. Is the newly hired/transferred employee in a current stability or initial <u>stability</u> period at any agency? <input type="checkbox"/> YES – Employees continues to be eligible for health coverage. Make appropriate entries in LaGov HCM. <input type="checkbox"/> NO – Proceed to 9 <i>Note: A break in service only ends the stability period if it was: (1) at least a 13 week break in service, OR (2) a break in service of at least four (4) weeks but longer than the prior period of employment.</i>	
9. Does the agency expect the newly hired/transferred employee to work at least 30 hours per week at the time of hire/transfer? <input type="checkbox"/> YES – The offer of health coverage must be made in accordance with OGB guidelines. Enter applicable information in eEnrollment/LaGov HCM. Document the offer (GB-01) and keep copy for file. <input type="checkbox"/> NO – Proceed to 10 IMPORTANT: The offer of coverage <u>must</u> be documented and filed in the employee's file.	
10. Is the newly hired/transferred employee replacing a full-time (at least 30 hours) position? Example: the employee is filling in for a permanent position while the employee holding the position is out on leave. <input type="checkbox"/> YES – The offer of health coverage must be made in accordance with OGB guidelines. Enter applicable information in eEnrollment/LaGov HCM. Document the offer (GB-01) and keep copy for file. <input type="checkbox"/> NO – Proceed to 11 IMPORTANT: The offer of coverage <u>must</u> be documented and filed in the employee's file.	
11. Is the newly hired/transferred employee a variable hour employee? A variable hour employee is defined as an employee for whom the agency cannot reasonably determine based on the facts and circumstances upon the date of hire whether the new hire will work on average at least 30 hours per week.	

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Example: The employee will work 35 hours one week, 27 hours the next week, and 25 hours the following week.

- ☐ YES – The agency will measure the employee over the 24 pay period initial measurement (look-back) period. Enter applicable information in eEnrollment/LaGov HCM. Utilize the ACA report (ZP136) periodically to track hours worked. This report must be run at the end of the IMP to determine if employee meets the ACA definition of full time.
- ☐ NO – Employee is considered a part-time employee (works less than 30 hours per week) and is not eligible for health coverage. Utilize the ACA report (ZP136) periodically to track hours worked. This report must be run at the end of the IMP to determine if employee meets the ACA definition of full time.

Form Completed by (Print Name)

Title

Date

Definitions

Full-time—The employee is expected to work at least an average of 30 or more hours per week

Part-time—The employee is expected to work less than an average of 30 hours per week.

Variable— It cannot be determined at the date of hire if the employee will work an average of 30 hours per week.